

Minimum Qualification Specifications
for the Classes:

OCCUPATIONAL SAFETY AND HEALTH PROGRAM SPECIALIST IV & V
(OSH PROGRAM SPECIALIST IV & V)

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described below, and in the amounts indicated in the following table, or any equivalent combination of training and experience:

Class Title	General Exper. (Years)	OSH Exper. (Years)	Program Specialist Exper. (Years)	Supervisory Aptitude (Years)	Total Exper. (Years)
OSH Program Specialist IV	4	2-1/2	0	0	6-1/2
OSH Program Specialist V	4	2-1/2	1	*	7-1/2

General Experience: Progressively responsible administrative, professional, technical, or other responsible work which requires a high degree of analytical skill. Such experience would normally involve reading, comprehending, interpreting, and evaluating technical subjects, analysis or proposals, and applying problem solving methods and techniques, such as defining and analyzing problems, identifying and gathering appropriate facts, calculating alternative courses of action, and recommending courses of action.

Occupational Safety and Health Experience: Work experience which demonstrates possession of knowledge of the Federal and/or State OSH laws, rules, regulations and standards. Possession of these kinds of knowledge may be demonstrated by, but not limited to, the following kinds of experience:

1. Inspecting work sites and/or environment for compliance with OSH laws, rules, and regulations; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations.
2. Inspecting elevators and related equipment such as escalators, moving walks, lifts, etc., for compliance with OSH laws, rules, and regulations. Such experience must demonstrate that the applicant possesses a good working knowledge of trouble-shooting and repair techniques and procedures; tools and equipment used in repairing elevators and related equipment; and elevator safety laws, codes and regulations.
3. Inspecting boilers, pressure vessels, and other related equipment for compliance with safety code requirements such as design, construction, installation, operation and maintenance.
4. Experience in an occupational safety and/or occupational health program which involved the preparation and teaching of occupational safety and/or health courses on the application of OSH laws, rules and standards.
5. Experience in an occupational safety and/or health program which involved the provision of advisory, informational, and educational services to public and private agencies, promoting voluntary compliance with OSH laws, rules and standards.
6. Experience in an occupational safety and/or occupational health program which involved laboratory analysis and interpretation of data and samples to determine whether health hazards exists for means of eliminating health hazards and for compliance with occupational health standards.

Program Specialist Experience: Progressively responsible professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs. The experience may have been gained as a supervisor/manager/administrator or program analyst/planner or other management advisor but must have involved performing professional work concerned with program interrelationships, effectiveness or intra-program integration. It must further have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of findings and conclusions. Examples of persons performing this type of work in a staff

agency or office are program evaluation, program budget or organizational/management analysts; examples of persons in direct services programs are a staff assistant to the administrator of a program responsible for analyzing the assigned program area and recommending improvements in operations, or methods of implementing the program for greater effectiveness and the like or a supervisor whose work regularly included evaluating and monitoring the progress of the assigned program area, preparing progress reports, identifying problem areas and taking steps or recommending actions to resolve them and preparing plans for the assigned program or function.

Supervisory Aptitude: *For the OSH Program Specialist V level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience

Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinates; or has incidental assignments to safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health; e.g., traffic safety, nursing, etc., will not be considered qualifying of OSH Experience.

Substitutions Allowed

1. Successful study at an accredited college or university may be substituted for General Experience on the basis of 30 semester credit hours for one (1) year of General Experience up to a maximum of four (4) years.
2. Possession of a bachelor's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State OSH laws, rules, regulations and standards may be substituted for one-half (1/2) year of the OSH experience.
3. Possession of a master's degree from an accredited college or university with a major in occupational health, industrial hygiene, safety engineering or other closely related major which provided the applicant with knowledge of Federal and/or State

OSH laws, rules, regulations and standards may be substituted for one and on-half (1-1/2) years of OSH experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes OCCUPATIONAL SAFETY & HEALTH PROGRAM SPECIALIST IV & V (OSH PROGRAM SPECIALIST IV & V), which were approved on April 18, 1990.

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